



COVID-19 FCC Assistance Grants Program

Last Revised 04-13-20

Processing Code: FCCAGC19-04-06

TOOTRIS provides a limited number of awards in the amount of up to \$1,500 to assist Family Child Care Providers ("FCC") operating between March 1st and June 30th 2020, with immediate costs of additional staff required to meet teacher to child ratios newly imposed by state mandate during the COVID-19 crisis, and to help cover expenses associated with the purchase of gloves, face masks, cleaning supplies, and other related cleaning materials in accordance with federal and state public health and safety guidelines.

Eligibility

TOOTRIS verified FCC state licensed or license-except child care providers may apply. Child Care program must be in operation with at least 60% of total capacity enrolled at time of application, and maintain that minimum through June 30th 2020. Provider must have an online profile in **TOOTRIS.com** to receive funds. Provider may apply for approval prior to creating a **TOOTRIS** profile and call (855) 486-6874 for assistance. There is no cost to create a provider profile in **TOOTRIS**.

Application Process

Applications can be submitted via email through June 30th and must be received by 11:59 PM (Pacific Time).

Applications must be completed and submitted via email and sent to COV19@tootris.com. A complete application should include:

- Letter describing the applicant's need for emergency funding, number of children enrolled in program, total amount requested, and general description of intended use of funds. Please note that description of need must demonstrate a strong justification for funding request.
- Letter must include name and signature of program director.
- Letter must be limited to 1-page in length.
- FCC or license exempt provider must operate in San Diego County and provide proof of address (e.g. copy of utility bill)
- Name of childcare facility or FCC program and state license number.

TOOTRIS will review applications and approve or deny grant at its sole discretion and based on available funds. Applicants will receive an approval or denial letter via email within 48 hours of submittal.

Upon approval of assistance grant of up to \$1,500, **TOOTRIS** will issue letter of guaranteed payment to provider. Provider will then submit via scanned receipt or by hard copy via USPS to address on letterhead proof of payroll payment and/or receipts for products purchased to support their child care operation through June 30th, 2020. **TOOTRIS**, upon receipt of proof of purchase and/or payroll payment records, will issue reimbursement of expenses incurred within 7 to 10 days. **TOOTRIS** will process up to 2 batches of expenses per provider per month. Applicant will have 30 days as of the date of the expense incurred to submit the corresponding back up documentation to **TOOTRIS** for reimbursement. This reimbursement schedule will continue through June 30th or through the disbursement of the total emergency assistance grant amount approved. If applicant does not submit a timely reimbursement request within 30 days of the emergency assistance grant approved, **TOOTRIS** will immediately issue notice of discontinuance of any grant issued.